



**SRC CONSTITUTION FOR MADZIVHANDILA AGRICULTURAL  
COLLEGE**

**REF: S.6/P  
First Edition – 2015**

**Date of approval: 23 June 2015**

**Recommended by**

  
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2015-06-23  
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## **1. ACRONYMS AND ABBREVIATIONS**

HOD	Head of Department
LDA	Limpopo Department of Agriculture
MEC	Member of Executive Council
SRC	Student Representative Council

## **2. EXECUTIVE SUMMARY**

The SRC Constitution serves as a guideline on how the SRC should operate. It also gives guidance on how the composition of the SRC should look like and how each member to be elected should meet the requirements.

## **3. INTRODUCTION**

Madzivhandila Agricultural College is an Agricultural institution which is found in Limpopo Province, its main aim is to train students on National diplomas. The initiative of this policy is supported by various legislative frameworks including the constitution of the Republic of South Africa. Through the Learner Policy, the college intends to assist the college staff and administration staff to at least find it easy to deal with issues of students' admission processes. The college together with the LDA acknowledges and demonstrate commitment and responsibility for the wellbeing of students at the College of Agriculture.

## **4. PURPOSE AND OBJECTIVES OF THE POLICY**

The purpose of this SRC Constitution is to guide the SRC committee on the duties and responsibilities of the college and how they should operate.

The objective of this SRC Constitution is to:

- 4.1. Serve as a mouthpiece for the students' body.
- 4.2. To represent and act in the interests of the students at all times.
- 4.3. To preserve and promote the honour and the interests of the College and of the students.
- 4.4. To encourage unity and peace within the student body.

- 4.5. To uphold justice and order in the student body.
- 4.6. To encourage good so-operation between the student body, its affiliates and the college authorities.
- 4.7. To encourage all parties involved in the college to create a climate conducive to learning and teaching.
- 4.8. Practice control over funds available to the SRC.

## **5. AUTHORITY OF POLICY**

The policy is developed under the authority of the Hon MEC of the Limpopo Department of Agriculture as the Executive Authority and HOD of the Limpopo Department of Agriculture as the Accounting Officer in terms of Public Service Act and its Regulations

## **6. LEGAL FRAMEWORK**

The constitution of the Republic of South Africa when read together with the Bill of rights states that every citizen has the right to have access to education. Therefore the following pieces of legislations and policy seeks to address this right within the country:

- 6.1. ETD QMS Policy (No 1), Learner Policy (No 5); Staff Policy (No 6) and ETD Administration (No 7)
- 6.2. SAQA Act 95 (1997);
- 6.3. SAQA Criteria and Guidelines for the registration of Assessors;
- 6.4. SAQA Criteria and Guidelines for the implementation of RPL;
- 6.5. Quality Management Systems for Education and Training Providers;
- 6.6. SAQA Criteria and Guidelines for the assessment of NQF registered unit standards,
- 6.7. SAQA Criteria and Guidelines for ETD Providers.

## **7. SCOPE OF APPLICATION**

The learner policy is targeting the students of Madzivhandila Agricultural College as explained below and the scope of application will therefore also be these clients as stated below:

- A) The initiative is targeting to support the following level of clients:
- i) Students
  - ii) Student Administration Officers

## **8. DEFINITIONS**

**Secondees**– is defined as a person who is transferred temporarily to alternative SRC position, or seconded

**Modus Operandi**- is defined as a method of operation and functioning.

## **9. POLICY PRONUCEMENTS**

### **9.1. Composition of the SRC**

1. The SRC shall consists of five (5) members namely:
  - (i) Chairperson
  - (ii) Vice Chairperson
  - (iii) Four (4) members of which one is chosen from the first year students. He/she will be elected during the first term of the first semester of the term of office.

Every member must meet the requirements stipulated.

### **9.2. SRC Electoral Committee**

The following stipulations will apply regarding the election of the SRC:

## **A) Electoral Commission**

1. The SRC shall appoint an independent electoral commissioner from its ranks.
2. The electoral commission shall appoint a chief electoral commissioner from its rank.

## **B) Voters Role**

1. All registered students are eligible to vote.
2. Any objections regarding the inclusion or exclusion of names shall be considered by the chief electoral commissioner. His/her decision shall be final.

## **C) Nominations**

1. The chief electoral commissioner shall ask for nominations of candidates for the SRC elections by means of a notice.
2. The closing date for nominations may not be less than three days or more than seven days after the date of notice.
3. The date at which nominations close as well as the date of election will be determined by the chief electoral commissioner. These dates shall be announced by way of written notice on the notice boards.
4. Notice shall be given to persons nominated as candidates for the election.
5. Nominations must be done in writing and signed by at least two (2) secondees. All the signatures must qualify under the voter's role.

## **D) Elections**

The SRC elections of the senior five members shall take place as follow:

1. The chief electoral commissioner prepares a ballot paper.
2. The electoral commission shall give notice of the day, type and venue of the election.
3. The election shall take place on the appointed day, time and place by means of a secret ballot, under the supervision of the electoral commission.
4. The chief electoral commissioner shall be in full control of the election process and shall be empowered to deal with any irregularities that arise.
5. Only ballot papers supplied by the electoral commission may be used.
6. Each voter has to vote in person.
7. Each person entitled to vote shall vote for six persons, this includes a chairperson, by way of **an X** in the appropriate block.
8. The five candidates with the most votes would be considered elected.
9. The candidate receiving the most votes would receive the position of chairperson and he/she who receives the second most votes, vice chairperson.
10. If a SRC member resigns a new SRC member will be chosen according to the same procedures.
11. The election of the single junior member shall take place as follows:
  12. Nominations shall be handled according to above.
  13. Election procedures as above shall be followed.
  14. Each person entitled to vote shall vote for one first year student.
  15. The junior with the most votes shall be considered elected.

### **9.3. Terms of office**



The term of office of the SRC and all its accompanying structures shall be linked to twelve months.

#### **9.4. Requirements for candidates for the SRC**

To be accepted as a candidate the nominee must satisfy the following requirements.

1. He/she must not have been found guilty by the disciplinary commission of Madzivhandila Agricultural College.
2. Be a registered full time year or semester student completing two semesters in the same year.
3. Subscribe to the foundation of the SRC.
4. No outstanding fees.
5. It must be possible for the candidate to complete his diploma in the minimum required time with an additional one year.

#### **9.5 Procedure (modus operandi) of the SRC**

1. The elected SRC joins the existing SRC after the election, but is not officially in charge. The newly elected SRC only take charge during their term of office.
2. Meetings are held monthly at a fixed date and time or with a prior notice of at least 24 hours.
3. The chairperson of the SRC holds a mass meeting once a term with at least 48 hours written notice.
4. The SRC members receive re-nomination ad honorarium by the College Management.

## **9.6 Committees of the SRC**

The following are official committees of the SRC:

- (i) Sport Committee
- (ii) Social Committee
- (iii) Cultural Committee
- (iv) House Committee

The functions of these committees are to organize, rule, co-ordinate and promote the individual fields.

All committees must be affiliated to the SRC.

## **9.7 Aims and objectives**

- 9.7.1 Serve as a mouthpiece for the students' body.
- 9.7.2 To represent and act in the interests of the students at all times.
- 9.7.3 To preserve and promote the honour and the interests of the College and of the students.
- 9.7.4 To encourage unity and peace within the student body.
- 9.7.5 To uphold justice and order in the student body.
- 9.7.6 To encourage good so-operation between the student body, its affiliates and the college authorities.
- 9.7.7 To encourage all parties involved in the college to create a climate conducive to learning and teaching.
- 9.7.8 Practice control over funds available to the SRC.

## **9.8 Collective powers and duties**

### **The SRC:**

- 9.8.1 Shall ensure that fairness (justice), respectably, (unity and equity) are maintained on campus, and that the rights of all students are protected.

- 9.8.2 Shall carry out all duties and responsibilities as agreed upon in SRC meetings.
- 9.8.3 Shall respect and uphold the SRC constitution and code of conduct at all times.
- 9.8.4 Shall protect and promote the good image of the SRC at all times.
- 9.8.5 Shall act in accordance with the aims and objectives of the SRC.
- 9.8.6 Shall strive to maintain and promote a spirit of dignity and humanity within the student masses.
- 9.8.7 Shall strive for co-operation and communication between the student masses and other constitutions college and coordinate activities in matters, which are of common interest between these bodies.
- 9.8.8 Shall manage society life on campus and render any assistance necessary.
- 9.8.9 Shall convene all students' general meetings on campus.
- 9.8.10 The SRC has the power to formulate certain regulations so as to facilitate the execution of its responsibilities and commitments.

## **9.9 Meetings**

### **A) SRC Meetings**

- 9.9.1 The SRC shall meet at least once a month. If there is no quorum the SRC meeting shall be adjourned for 24 hours and the members that attend the second meeting are taken to constitute a quorum.
- 9.9.2 The chairperson, or deputy chairperson in his/her absence, shall convene all SRC meetings.
- 9.9.3 The secretary shall issue notices of the meetings at least 3 days before the meetings. Members will be informed by word of mouth or in writing of the time and venue of the meeting.
- 9.9.4 A special SRC meeting can be convened and members will be informed at least 12 hours prior to the meeting.
- 9.9.5 Two thirds of the members shall constitute a quorum.

**Procedure:** Meeting procedures should take place according to procedure training sessions at the beginning of the term of office and throughout the year.

**Decisions:** At an SRC meeting, decisions will be taken by means of consensus or by a simple majority of votes by the members with a right to vote who are present at such a meeting. All decisions taken at SRC meetings must be executed as far as possible before the subsequent meeting.

**Minutes:**

- (i) The SRC shall ensure that a designated person shall keep minutes of the proceedings of each SRC meeting.
- (ii) The minutes of a SRC meeting shall be submitted to the following ordinary SRC meeting for approval and thereafter signed by the chairperson.
- (iii) The minutes thus approved and signed shall be the only official account of the proceedings of the meeting and shall be available at the request of any interested party within 5 days after approval of the minutes.

**Admission to meetings:**

- (i) Members of the student masses shall be entitled to attend SRC meetings.
- (ii) Members of the student masses shall be entitled to apply in writing to the SRC meeting on a particular matter disclosed on the agenda. Such requests may be granted or refused.
- (iii) Students need to produce student identification before getting into the meetings

**B) Ordinary general meetings**

- i. Only the SRC shall have the power to convene a general or mass meeting.
- ii. The SRC and the student body shall meet at least once per academic quarter. If there is no quorum the meeting shall be adjourned for seven days after which the students attending shall be deemed to constitute a quorum.
- iii. Notice of the date, time and place (Venue) of a general or mass meeting shall be posted on the notice boards (with agenda) at least 7 days prior to such a meeting. The College management shall also be informed.
- iv. The SRC shall convene and plan for all general meetings.
- v. Two thirds registered students shall constitute a quorum.

### **Code of conduct**

- a) Members of the SRC shall attend all SRC meetings. Should they be unable to attend a meeting a written apology must be submitted to the secretary members who are absent from three consecutive meetings without written apology shall be subject to disciplinary action by the SRC.
- b) No member shall use offensive language during an SRC meeting.
- c) All members in a meeting shall address the chairperson to avoid being personal. In matters that concern the chairperson the SRC vice chairperson will chair that part of the meeting.
- d) No member shall bring the SRC into disrepute through his/her public conduct.

- e) No member shall act in such a way as to create disunity and division in the SRC.
- f) No member shall distort SRC policy positions and misrepresent the SRC for his/her personal gain.
- g) No member shall involve him/herself in confrontations that will diminish the integrity and reputation of the SRC.
- h) No member shall use the SRC name to fulfil his/her personal interest and abuse SRC property for his/her benefit.
  
- i) No member shall divulge information deemed as private and confidential by the SRC.
- j) No member shall disrespect and offend the dignity of a fellow student in whatever way.
- k) No member shall neglect the performance of duties which are assigned to him/her by the provisions of the SRC constitution.

### **Language**

All documents, reports and activities of the SRC will be in accordance with the language policy of the College.

### **Authority and Status**

1. The SRC recognizes the College Principal as the highest body of authority at the College.
2. The SRC shall be the highest body of authority among the students.

### **Legal Entity**

The SRC is not a legal entity.

### **Right to Vote**

- 1) A person, as a member of the student body of the College, has the right to vote at general of mass meetings and SRC elections, if and as long as the student is registered as a year of semester student for a course at the College.
- 2) There shall be no right to vote by proxy.

### **Finance:**

- i. The different student's societies, clubs, committees and organizations shall annually submit budgets in prescribed form to the SRC before the specified time.
- ii. All Funds made available by the College for student governance shall be applied in accordance with an approved budget.
- iii. The SRC is empowered to make decisions regarding the use of any funds available to it.
- iv. No financial liability beyond those authorized by the SRC, shall be incurred by any student society, club and committee of organization under the auspices of the SRC.
- v. The SRC shall not incur debts, which it will not be able to meet during its term of office.
- vi. The outgoing SRC shall be held responsible for all financial irregularities pertaining to its term of office.
- vii. Any expenditure of money shall be authorized by consensus of two third majority vote at an SRC meeting.

### **Disciplinary Procedure**

The membership of any member of the SRC will be terminated if a disciplinary committee deems it necessary.

### **10. DEFAULT**

Non-compliance and deviations from this policy is not acceptable. Any request for deviation to this policy will be made in writing and approved by the Accounting Officer.

**11. INCEPTION DATE**

The inception date shall remain in effect for 2 years from the date of approval unless a need arise for review or termination.

**12. ENQUIRIES**

All enquiries regarding this policy should be directed towards the Limpopo Department of Agriculture at 015 294 3000/ Madzivhandila College of Agriculture at 015 962 7200.

**Recommended by:**

  
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**Head of Department  
(Maisela RJ)**

2015-06-05  
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**Date**

**Approved by:**

  
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**Hon MEC for Agriculture  
(Matshoge BAJ)**

2015/6/23  
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**Date**